Revise the Request

Use feedback to make a proposal fit its audience.

11-12.W.5 "Use a writing process to develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience..."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline Maya's first claim and her revised request. Circle the feedback from Jordan and the librarian that helps explain her revision.

A Proposal for Wednesday

1. At 3:00 p.m., students waiting for rides often sit outside the locked school library. Maya wants to persuade the principal to keep it open for thirty minutes after school, but her first draft begins, "The library should always stay open because everyone hates waiting outside." She has observed some students waiting, yet she has no evidence that everyone shares her view or that the library could stay open every day. Her peer Jordan notes that a principal must consider staffing, not just convenience. Maya writes her purpose at the top of the page: propose a manageable way for students to wait and study safely.

2. Maya asks the librarian whether any afternoon could work. The librarian says she is already on campus until 3:30 on Wednesdays but would need the principal's approval to supervise students then. Maya counts students waiting near the library at 3:00 on two Wednesdays: eighteen the first week and fifteen the next. She replaces her sweeping claim with this request: "Please consider a four-week Wednesday trial, if you approve and the librarian can supervise, so students waiting for rides can study indoors." She adds that the school could count participants during the trial before deciding whether to continue. Her evidence supports testing an option, not promising daily access.

3. Before sending the proposal, Maya rereads it as the principal might. She moves the trial request to the opening sentence, then puts the Wednesday counts after it so the evidence has a clear job. Jordan flags a sentence from the draft, "Students needs a place to wait, and it make sense to open the library." Maya edits it to "Students need a place to wait, and a short trial would show whether the library is used." She also removes "everyone hates waiting outside" because it speaks for people she did not interview. The final proposal asks for a limited decision and leaves room to evaluate the results.

2 ANSWER WITH EVIDENCE

Use the passage

1. What is the most important change between Maya's first claim and her revised request? Explain why it fits the principal as an audience.

2. How does Jordan's feedback affect Maya's proposal, and how does the librarian's information affect it?

3. Why do Maya's Wednesday counts support a trial better than a promise of daily access?

4. In the last paragraph, identify one edit for grammar and one revision that changes what the proposal says.

3 YOUR TURN

Your own words

Choose a school change other than library hours. Write a weak first request, a plausible concern from the person who would decide, and a revised two-sentence request that addresses the concern without inventing evidence.

ANSWER KEY

Revise the Request

PART 1 · READ AND MARK

Underline Maya's first claim and her revised request. Circle the feedback from Jordan and the librarian that helps explain her revision. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	What is the most important change between Maya's first claim and her revised request? Explain why it fits the principal as an audience.	**She changes an unsupported request for daily access into a four-week Wednesday trial. The limited trial addresses the principal's concern about staffing.**
2	How does Jordan's feedback affect Maya's proposal, and how does the librarian's information affect it?	**Jordan raises the need to consider staffing. The librarian identifies Wednesday as a possible day but says supervision requires the principal's approval.**
3	Why do Maya's Wednesday counts support a trial better than a promise of daily access?	**The counts show students waiting on two Wednesdays, but they do not establish demand or staffing for every day.**
4	In the last paragraph, identify one edit for grammar and one revision that changes what the proposal says.	**Maya changes "Students needs" to "Students need" for agreement. She also removes the unsupported claim that everyone hates waiting outside.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

First request: Post the lunch menu earlier because nobody knows what is for lunch. Concern from the cafeteria manager: Deliveries can change, so an early menu might be inaccurate. Revised request: Could the cafeteria post a tentative weekly menu each Monday? If deliveries change, a dated update at the serving line would help students see the current options without treating the first post as final.

Accept other specific revisions grounded in the passage. For the open task, look for a two-sentence revised request that responds to the named decision-maker's concern without making up facts.